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Sept. 12, 1947

MEMORANDUM FOR EXECUTIVE FOR INSPECTION AND SECURITY
ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES
ASSISTANT DIRECTOR FOR OFFICE OF OPERATIONS
ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION

SUBJECT: Monthly Progress Reports

1. Reference is made to memorandum on above subject dated 2 June 1947 prescribing the format for submission of your Monthly Progress Reports to the Director.

2. It is desired that sufficient copies be made of future reports so that one copy may be sent directly from your Office to each of the other Assistant Directors at the time the original is submitted to the Director.

3. More consideration should be given to proposals and recommendations for the improvement of existing conditions in future reports.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER C. FORD
Captain, USN
Executive Director

cc: Chief, ICAPS

Signer's copy
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